

Step one- LOGIN

On a computer, go to mountbaker.tentaroo.com

This process is not supported on phones and tablets. You must have Flash enabled to use the program. If it is not enabled, you will be directed to a help site to enable flash on your computer. Choose the correct operating system and follow the instructions.

Your screen will look like this. Enter the user name and password sent to your primary reservation contact and click 'login'.



(425) 338-0380

User Manual Council Login Support

Already A Member?

Username

Password

Login

Lost Password?

Enter your e-mail address:

Request Password

Account Type:

Unit Type:

Unit:

Council:

District:

First Name:

Last Name:

Phone Number:

E-mail Address:

An e-mail will be sent to this address to verify. You'll need to click on the link in the message to verify your account before logging in. Please check your Spam folder if you can't find the message.

Confirm E-mail Address:

Username:

NOTE:

You may already have a user name and password that you use in your council or for previous camps. Please use the login credentials which were sent to you for this summer camp event.

You will be able to change your primary contact, and login information once you have entered the system.

Step THREE-

Create your roster

Click “New”. Type in first and last name and date of birth. Then click “Save”. Repeat process until all youth and adults are showing in your roster. For adults, you do not need to provide birth date.

HOME PROFILE YOUR ROSTER EVENT REGISTRATION CART ORDERS

Refresh Switch Event: Summer Camp

Youth Roster + New

Display Deleted

Youth
George Anderson
Enrique Bellaferi
Steve Lawson
Bob Smith

Adult Roster + New

Display Deleted

Adult

Add Youth

NOTE: Adding a youth here does NOT automatically add them to any event. Youth from this roster can be added to the currently selected event on the Event Registration tab.

First Name * Last Name *

E-mail

Rank

Date of Birth * mm/dd/yyyy

Save Cancel + New



Step FOUR- (Opens 6/26/17 for Week #1; opens 6/28/17 for Weeks #2-6)

Event Registration

Click "Event Registration". Click +New Youth Registration or +New Adult Registration.

HOME PROFILE YOUR ROSTER **EVENT REGISTRATION** CART ORDERS

Refresh Switch Event: Summer Camp

Youth Registrations + New

Youth	In Cart?

Adult Registrations + New

Adult	In Cart?

View Schedules

Please select a registration to the left or choose an option below to create a new registration.

NOTE: If you haven't yet added the participant to your roster, please go to the Roster tab first. Youth and adults in your roster stay in the system and can easily register them for additional events in the future without re-entering their information.

+ New Youth Registration

+ New Adult Registration

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Step FIVE-

Add week of event

From your roster, which you entered in Step 3, select desired participant and choose camp week. Click “Create Registration”. You will create a registration for all youth and adults attending summer camp.

The screenshot shows a web application interface with a modal dialog titled "Add Participant Event Registration". The dialog is divided into three numbered steps:

- 1. Choose Participant**: A list of names including John Smith, George Anderson, Enrique Bellifieri (highlighted), Steve Lawson, and Bob Smith. A blue arrow labeled "12" points to Enrique Bellifieri.
- 2. Choose Participant Type**: A dropdown menu currently set to "Youth".
- 3. Choose Event**: A list of event weeks with dates and costs: Week 1 (07/02/2017), Week 2 (07/09/2017), Week 3 (07/16/2017) (highlighted), Week 4 - Monday Start (07/24/2017), Week 5 (07/30/2017), and Week 6 (08/06/2017). A blue arrow labeled "13" points to Week 3.

At the bottom of the dialog are two buttons: "Create Registration" (pointed to by a blue arrow labeled "14") and "Cancel".

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Step SIX-

Merit Badge Registration

Select either the Classes tab or above name or the “Continue to Pick Classes” button. Either will take you to the next step.

The screenshot displays the Tentaroo user interface. At the top, there are navigation icons for HOME, PROFILE, YOUR ROSTER, EVENT REGISTRATION, CART, and ORDERS. A 'Refresh' button and a 'Switch Event: Summer Camp' dropdown menu are also visible. The main content area is divided into 'Youth Registrations' and 'Adult Registrations', each with a '+ New' button. The 'Youth Registrations' table is currently empty. A 'View Schedules' button is located below the tables. On the right, there is a 'Payment Status' section with a table showing Registration, Classes & Options, Amount Paid, and Balance Due, all at \$0.00. The 'Add Event Registration, Youth' form is active, showing fields for Name (Enrique Bellaferi), Event (Week 3, 07/16/2017), Date of Birth (06/20/2006), E-mail, and Rank. A blue arrow with the number 15 points to the 'Classes' tab and the 'Continue to Pick Classes' button at the bottom of the form.

Youth	In Cart?

Adult	In Cart?

Payment Status	
Registration	\$0.00
Classes & Options	\$0.00
Amount Paid	\$0.00
Balance Due	\$0.00

Add Event Registration, Youth	
Name	Enrique Bellaferi
Event	Week 3, 07/16/2017
Date of Birth *	06/20/2006
E-mail	
Rank	

Continue to Pick Classes	

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Step SEVEN-

Class selection

Find your classes in the available classes list. Classes are arranged alphabetically by time slot; use the scroll bar to view classes in later sessions.

Click on the desired class and drag & drop it in the youth schedule to the left. Repeat for all desired classes. The schedule will not allow you to select classes with conflicting times. If you wish to view a list and description of all classes, click on “view all classes” in the upper right corner. At the bottom of the page, you can search by class session or name of the activity. Click the “include conflicting” box on the bottom right to show all classes available, even if you already have a class selected for that session. (By default, this option is off to make creating your schedule simpler by removing non-pertinent data.)

Once all classes have been selected, click “Save”.

The screenshot displays the Tentaroo registration interface. At the top, there are navigation icons for HOME, PROFILE, YOUR ROSTER, EVENT REGISTRATION, CART, and ORDERS. A 'Refresh' button and a 'Switch Event: Summer Camp' dropdown menu are also visible. The main interface is divided into several sections:

- Youth Registrations:** A table with columns 'Youth' and 'In Cart?'. A '+ New' button is present.
- Adult Registrations:** A table with columns 'Adult' and 'In Cart?'. A '+ New' button is present.
- Register for Classes:** A section with a 'Profile' tab and a 'Classes' tab. It shows a 'Current Schedule' with a class 'Camping' at 9:30 AM, 1 session, M, TU, W, TH, with 'Unlimited' spots. A blue arrow labeled '17' points from the 'Camping' class icon to the 'Save' button.
- Available Classes:** A list of classes with details like name, time, and spots. A blue arrow labeled '16' points from the 'Archeology / Indian Lore - ...' class to the 'Camping' class in the current schedule. Another blue arrow labeled '18' points from the 'Save' button to the 'Archeology / Indian Lore - ...' class.
- Find Class:** A search area with fields for 'Name', 'Session', and an 'Include Conflicting' checkbox.
- Key:** A legend for icons: a question mark for 'Description', a dollar sign for 'Fees', and a sun for 'Minimum Age'.
- Buttons:** 'Save', 'Cancel', and '+ New' buttons are located at the bottom.

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Step EIGHT-

Continue registering or Checkout

This screen confirms that the participant has been added to your CART. This is not the end!

You can either select “checkout”, which takes you to your cart to review your order and submit OR you can select +New Youth or Adult and register another participant.

To add another participant to your summer camp event, select “+New Youth Registration” or “+New Adult Registration”. REPEAT steps 5, 6 and 7.

When you are ready to finalize what you have entered in your cart so far, click “Checkout”. (No payment will be taken through Tentaroo.)

Note that the classes are NOT saved until you Submit your order, so you may want to go to the check-out process after every few participant registrations.

Saved Changes - Week 3, 07/16/2017

Success! New registration for Enrique Bellafieri has been added to your cart.

What would you like to do next?

OPTION 1: Continue Event Registration

+ New Youth Registration

+ New Adult Registration

OR

OPTION 2: Event Payment Options: Checkout

Please select the amount that you wish to pay for this event registration at this time. Online payments have not been enabled, so you'll need to choose a payment amount of \$0 or less if possible in order to checkout, or contact the Camping Department. To change your payment amount later, go to the Home tab under this event.

Event Registration Payment Status

Total Event Fees	\$0.00
Total Paid	\$0.00
<input checked="" type="radio"/> No Balance	\$0.00

Return to Event

Checkout

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Step NINE-

Review and submit order

Look over the entries for your participants. Merit badge fees due at camp will show in your total. These fees will be paid in the camp trading post. Fees listed at estimated (for kits purchased in the trading post) will not show in this total.

If you are satisfied with your entries, click “Submit My Order”. This will save your class selections for these participants.

HOME PROFILE YOUR ROSTER EVENT REGISTRATION CART 5 items ORDERS

Refresh Switch Event: Summer Camp

Item	Amount
+ Communication (4), Enrique Bellafieri Week 3, 07/16/2017	\$0.00
+ Canoeing (3), Enrique Bellafieri Week 3, 07/16/2017	\$0.00
+ Camping (1), Enrique Bellafieri Week 3, 07/16/2017	\$0.00
+ Archery (2), Enrique Bellafieri Week 3, 07/16/2017	\$0.00
+ Youth: Enrique Bellafieri Week 3, 07/16/2017	\$0.00

Order Amount \$0.00
Applied Credit \$0.00
Subtotal \$0.00
TOTAL \$0.00

Billing Address
Address City
State Zip
Payment Method
Pay Using Date

21

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Step TEN-

View confirmation. The end.

If you still have participants to add, go back to Step 4 and repeat the process. Remember to Submit periodically to “save” the classes.

The screenshot displays the Tentaroo web interface. At the top, there are navigation icons for Home, Profile, Your Roster, Event Registration, Cart, and Orders. A 'Refresh' button is in the top right. The main content area is divided into several sections:

- Events:** A list of event options with 'Summer Camp' selected.
- Summer Camp:** A message stating 'You may add or update registrations for this event using the Event Registration tab. Existing registrations are listed below.' Below this is a table with columns: Event, Date, Amount, In Cart, and Balance. One row is visible: 'Week 3', '07/16/2017', '\$0.00', '\$0.00', and '\$0.00'.
- Registration Confirmation:** A modal dialog box in the center of the table area says 'The order has been placed successfully.' with an 'OK' button.
- Event Contact Information:** Contact: Stacey Robert, E-mail: staceyrobert@scouting.org, Phone: 425-338-0380.
- Event Location Information:** Fire Mountain Scout Camp, 26027 Walker Valley Road, Mount Vernon, WA 98274, Phone: (425) 338-0380.
- Council Contact Information:** 1715 - 100th Pl SE #8, Everett, WA 98208, Phone: (425) 338-0380, E-mail: 606council@scouting.org.

At the bottom of the main content area, there are buttons for 'Add Payment' and 'Manage Registration(s)'. Below that, there is a 'Reports' section with a dropdown menu set to 'Invoice' and a 'Generate' button. At the very bottom, there are 'Instructions' and 'Feedback' buttons.

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Some notes:

If you do not get into one of the classes with size limits or the specific time slot you want, you will be able to talk with the area program directors once you are at camp to inquire about addition space.

If you need to change the classes for a youth, go back to your “Event Registration”, select the youth from the roster and click on the classes tab. You will be able to drag classes out of their schedule and replace them with another class. Note that you may not be able to see options to select until you create an open slot by releasing a class as the system does not show options that conflict with the current schedule. If you want to see all the classes that are available before you release a class, you need to click the “Include Conflicting” box.

From the Event Registration page, you can generate a PDF of your participants’ schedules. Click the View Schedules button on the bottom left of the page.

From the Home page, you can generate several reports: **Invoice** (lists all MB fees by participant), **Participant Roster** (PDF), **Class Schedule** (PDF or export as an Excel file). The Requirements Completed and Blue Cards options are not currently functional.